

**Minnesota Alliance on Crime  
Board Meeting Agenda  
May 12, 2016**

- I. Introductions/Call to Order
- II. Agenda
  - a. Changes
  - b. Additions

**\*Action needed – approval of agenda**
- III. Secretary's Report
  - \*Action needed – approval of minutes**
- IV. Treasurer's Report
  - \*Action needed –approval of financials**
- V. Director's Report
- VI. Committee Reports
  - a. Executive Committee (Vanessa, Sara, Vicki, Brenda)
  - b. Special Events Committee (Sara, Brenda, Vicki, Denise)
  - c. Legislative Committee (Vanessa, Shane, Chris, Vicki)
  - d. Publishing Committee (Denise, Vanessa, Shane, Chris,)
  - e. Marketing Committee/Development Committee (Sara, Denise, Brenda)
  - f. Strategic Planning Committee (Vanessa, Vicki, Shane)
  - g. Financing Committee (Sara, Brenda, Chris)
- VII. Other
  - Annual Meeting/Training/Silent Auction
  - MAC logo
  - Membership Letter
  - Board Member Recruitment
  - Board Member Job Description/Conflict of Interest
  - Member survey
  - Agendas
  - Committees
  - August Meeting
  - Renaissance festival
  - Next meeting – June 9, 2016
- VIII. Strategic Planning Discussion- Board Members only
  - Thoughts on April 29 retreat
  - Mission discussion
- IX. Adjourn

Call in info: 866-740-1260  
9408090

MAC Board Meeting - MAC Office, St. Paul  
March 10, 2016 - Meeting Minutes

---

I. Called to Order at 10:05 a.m.

- Those present:  
Board of Directors: Vanessa Barr, Chris Jensen, Shane Baker, Vicki Walechka, Sara Miller, Brenda Skogman  
By Phone: Catie Houck
- Executive Director: Bobbi Holtberg
- Additional: Kelly Nicholson

II. Agenda

- Changes: None
  - Additions: Insurance – Carolina/Hartford and email from JoAnn Jones (OJP) in regards to conference
- Motion made to approve the March 2016 agenda with additional items added.  
Motion 1<sup>st</sup>: Sara Miller  
2<sup>nd</sup>: Brenda Skogman  
Approved changes to agenda.

III. Secretary's Report

- Reviewed March 2016 Minutes.
  - Change in the Director's Report – it states that the Crime Victim Services RFP would be out at the end of the month for all coalitions to apply – this is incorrect, it's not the CVS funding that was released, it is the grant funding specifically for training and only the six coalitions can apply.
- Motion to approve Secretary's Report from February 11, 2016.  
Motion 1<sup>st</sup>: Vicki Walechka  
2<sup>nd</sup>: Chris Jensen  
Approved secretary's report with corrections.

IV. Treasurer's Report

- Reviewed financial report. Brenda updated the Board that she submitted a grant revision to OJP moving \$5,000 from building costs/rent and \$8,500 from personnel = \$13,500 to contract services for strategic planning/consulting. The budget revision was approved by OJP. Aurora Consulting will invoice MAC \$1,250 each month starting in March and going through December 2016.
- Motion to approve Treasurer's Report for March 2016.  
Motion 1<sup>st</sup>: Sara Miller  
2<sup>nd</sup>: Catie Houck  
Approved.

V. Director's Report

- Updated the website.
- Liz Richards of MCBW has submitted a grant to Bremer on behalf of all the coalitions asking for money to help with Action Day. Should hear back soon otherwise the "Action Day" committee is asking for \$500 from each coalition to help with expenses.
- MAC is canceling the silent auction at OJP Conference this year due to shortened conference length. Bobbi updated the thank you letter with this information and is contacting any businesses that sent gift certificates that expire soon to see if the dates can be changed. The Silent Auction list continues to be updated and can be viewed on Google Docs about items received. Silent auction will be held during the annual meeting/training.

- Sent an email to Liz (MCBW) & Jean (MNCASA) about the possibility of having a combined reception by the pool at Cragun's this year due to time constraints, normally we would have a wine/cheese meet & greet event. Bobbi will plan to be at the event along with any other board members that will be present at the OJP conference this year.
- April 29, 2016 is the full-day retreat being facilitated by Aurora Consulting. The "Design Team" includes Bobbi, Vanessa, Chris & Vicki and they will be working on the agenda prior to the meeting and answering any questions Aurora may have before the retreat day.
- The charitable organization fee was not submitted; putting that in the mail today and working with Brenda to create a worksheet listing things that need to be done with their annual deadlines to avoid this in the future.
- June 9, 2016 is the Granite City Food & Brewery Fundraiser in Roseville, this happens to be a board meeting date so those wanting to go after the meeting for lunch are welcome. A flyer was shown around and will be distributed to members. Kelly Nicholson knows an individual that works in Roseville Tourism and will send a flyer there.
- Annual meeting and training dates are September 8 and 9, 2016. Looking for possible locations to hold this. With the VOCA requirements, we cannot reimburse or pay for food but Bobbi can include food reimbursement in the grant up to the federal per diem rate. Brenda agreed to help look for places to hold the training at. Hope to have a venue located soon – preferably by April 1<sup>st</sup>. March 30 at 4:00 p.m. is the training grant deadline.
- OJP updated the grant crime standards and the coalition standards.
- Legislation for this year – firearms and body cams will be the main topics. No bill submitted yet for body cams, the Chief's Association and Coalitions want it to be the presumption that the video is private with exceptions, most states that have body cam laws are opposite. Some clean up language changes on certain items such as HRO's. May see a new position created at the State to handle sexual assault medical forensic exam payments for a statewide system, versus the county-wide system currently in place.
- Insurance update: working on a Director's/Officer's policy; working and looking at a policy with West Bend through Bremer (quote good for 30 days) rather than Carolina Insurance – cost is about the same but has \$1 million coverage and will cover the Board for past, present, and future.
- Bobbi found a second Hartford Business Owners and Accident Indemnity policy – this is required by MADD and renews in May.

#### VI. Committee Reports

- a. Executive Committee: None
- b. Special Events Committee:
- c. Legislative Committee:
- d. Publishing Committee: None
- e. Marketing/Development Committee: None
- f. Strategic Planning Committee: Full day board training on Friday, April 29, 2016 at the Northwest Area Foundation to start the strategic planning process.
- g. Financing Committee: None

#### VII. Other Agenda Items

- Policy and Procedure updates - motion made by Brenda Skogman to approve the updates and seconded by Sara Miller. Approved.
- Training RFP – Bobbi is meeting with the other coalition director's today about the training grant and hope to negotiate up front between themselves about the amounts they all will request.
  - o OJP would give \$10,000 to help coordinate training for the coalitions but that will be after the deadline date.

- This is a two-year training grant and looking to ask for money for research and development of training materials in year one and money to deliver the training in year two.
  - Discussed starting and having a basic victim rights training; as part of this discussion, looking to ask OJP about who will help train and create the victim/witness positions they are hoping to fund with new grant dollars in FY17. May be an opportunity for us?
  - Other thoughts with this money is to develop a quarterly web training moving forward.
  - Asking for assistance to help with the budget/dollar amounts – Kelly Nicholson, Sara Miller, Brenda Skogman, & Chris Jensen volunteered to help check on training facilities and costs.
- Tribal Summit is May 24-25 – it's free for all to attend, Bobbi plans to attend and will go directly to the OJP conference in Cragun's. Let Bobbi know if you are planning to go to Tribal Summit.
- Website Design: Vanessa signed the contract with Voyageur Web out of Mankato to update and create a new MAC website. Looking at a 6-8 week design timeline, discussed starting design process later to see what happens with the strategic planning process but wanted to get contract signed for technology grant. Possibly will have the design team come to a board meeting in May to talk about the updates. Asked for volunteers to assist with web page design or be on the committee: Vanessa, Bobbi, Vicki & possibly Lisa.
- Resignations: Catie, Sharon and Lisa have submitted letters of resignations. Sara Miller made the motion to approve the resignations, Shane Baker seconded. Approved. Nothing heard yet from Denise on whether she will participate in the strategic planning process. Vanessa suggested giving her a deadline to respond by noon on Monday (3-14-16) otherwise she will not be considered to be included in the strategic planning process, not removed from the Board though. Discussed having some type of recognition for Sharon & Lisa at the annual meeting for all the years of service and hard work they have done for MAC.
- Ad hoc Board Member Applications: three new members being invited to join the MAC executive board, Karla Bauer, Kelly Nicholson & Danielle Kluz. Also received one from Diana Stair Umadahn, the Safe at Home program coordinator. Bobbi will be meeting with Diana in April – she had sent in an individual application to join MAC along with a board member applications – will revisit this in April after meeting with her. Bobbi will meet with Habir (previous MAC board member and currently working in Hennepin Child Protection) on March 24 to discuss possibly rejoining the board. Meeting with a victim, Angela Miller, who had a 2-year old child murdered when living in Colorado (neighbor shot at her husband who happened to be holding the child but hit the child instead). She does have a book/blog; Angela is expecting a baby April 1, 2016 so not able to join the board at this time but possibly in future.
  - Explanation that ad hoc members can be on established committee's but can vote
- Brenda Skogman made the motion to approve the new board members and Sara Miller seconded. Approved.
- Another name discussed and will be added to April agenda, Joy Friedman. She used to be with Breaking Free but currently on the MCBW board.
- Vice President/Secretary appointments: With the resignations accepted, there are vacancy's to be filled on the Board. Sara Miller agreed to be the new vice president, motion made by Brenda Skogman and seconded by Shane Baker. Approved. Vicki Walechka agreed to be secretary, Brenda Skogman made the motion and Sara Miller seconded. Approved.
- Dates/Places of future board meetings: Discussed the upcoming meetings and that they will go until 1:00 to allow for an hour to meet on the strategic planning process. The July and October meetings will be held in Willmar, the rest will remain at the MAC office and will look at using another room for more space.
- Committees: looking to change and go to five committees, need to be more structured, meet monthly with a purpose. Looking to create one called Board Development for training and orientation of new members. Ad hoc members can be on for one year. Looking to have a slate of new board members to vote on at the annual meeting, would like to see at least 15 (20 tops) for a health board.

- OJP Regional Board Training: Bobbi and Vanessa will attend this training in Rochester. Brenda Skogman made the motion to pay for Vanessa's mileage to the board training, Chris Jensen seconded. Approved.

**Next meeting: April 14, 2016 - 10:00 a.m. – 12:00 p.m. by PHONE/CONFERENCE CALL. If you are in St. Paul, you are welcome to participate on conference call with Bobbi at the MAC office.**

**Strategic Planning – April 29, 2016 – 8:30/9:00 – 4:00 p.m. @ St. Paul Northwest Area Foundation.**

#### VIII. Adjourn

Motion to Adjourn meeting at 11:51 a.m.

Motion 1<sup>st</sup>: Brenda Skogman

2<sup>nd</sup>: Sara Miller

Approved

Respectfully Submitted,  
Vicki Walechka

AC Board Meeting- Telephone meeting  
April 14, 2016 - Meeting Minutes

---

I. Called to Order: 10:08 a.m.

- Those present: Vanessa Barr, Bobbi Holtberg, Sara Miller, Vicki Walechka, Chris Jensen, Brenda Skogman, Shane Baker, Karla Bauer, Danielle Kluz

II. Agenda

- No changes or additions to agenda.  
Motion to approve the April 14, 2016 agenda.

**Motion 1<sup>st</sup>: Brenda Skogman**

**2<sup>nd</sup>: Chris Jensen**

**Approved.**

III. Secretary's Report

- Reviewed April Minutes, corrections made to change statement that ad hoc members can vote and corrected the spelling of Joy Freeman to Joy Friedman.

**Motion to approve Secretary's Report from April 14, 2016 with above changes.**

**Motion 1<sup>st</sup>: Sara Miller**

**2<sup>nd</sup>: Brenda Skogman**

**Approved.**

IV. Treasurer's Report

- Reviewed financial reports.

**Motion to approve Treasurer's Report for April 14, 2016.**

**Motion 1<sup>st</sup>: Vicki Walechka**

**2<sup>nd</sup>: Chris Jensen**

**Approved.**

V. Director's Report

- Presented a webinar with all of the coalitions on April 1, 2016 about the new RFP's. Will be meeting with the coalitions on April 22, 2016 to discuss how to split the cost of the webinar between the groups and will also discuss the final bills from Action Day.

- OJP conference: MAC, MNCASA, and MCBW will co-host a pool-side reception after dinner on Thursday night from 6:30 – 7:30 p.m.. The coalitions will split the cost (for more specifics see director's notes); Cragun's will invoice each coalition separately. MAC will have a resource table by MADD and Diana will be selling pottery and all proceeds will be donated to MAC – be sure to check it out! MAC will donate the 12 bottles of wine left from last years' silent auction to be used as prizes at Bingo.

- Granite City Fundraiser is June 9, 2016 at the Roseville location. Planning to go after the June board meeting for lunch and everyone is welcome to join. Do not need to show the flyer, can just mention it. See flyer in April board packet for further information.

- Danielle Kluz has agreed to become the primary "poster and tweeter" for MAC's Facebook and Twitter accounts and has agreed to help with the website design. If you have anything to post such as articles, activities, etc., be sure to email Danielle. Thank you!

- Drafted a Board of Director's Job Description and a Conflict of Interest Declaration (to be signed yearly). Looking for feedback/suggestions before the May meeting and the final draft will be presented for approval. Suggestions: give a general idea of time spent per month for non-officer board members,

discussion on moving from 2-year to 3-year terms with a maximum of two years consecutive and then off for a certain timeframe and then can come back. Please forward any suggestions to Bobbi.

- Discussed sharing information with the Crime Victim Justice Unit (CVJU) after being approached by Carolyn Bryant (see director's report for more details). Looking to meet every other month to start the communication process and CVJU may possibly attend the MAC board meeting quarterly to give updates on what they see happening, would be considered a standing agenda item.
- Vanessa & Bobbi attended the OJP ED/Board Chair training on March 22, 2016 in Rochester which was facilitated by MAP for Non-Profits. Looking to incorporate an easier to read monthly budget for meetings with a more detailed report for the annual meeting. Working with Brenda & Heidi on this.
- Agenda item for May – wants to change the numbers and members on the committee's.

## VII. Other

Website – had a first meeting with Chad from VoyagerWeb to start the process, outlining what we want, expectations, etc. Vanessa, Vicki, and Danielle will assist Bobbi on the Design team and are listed on the “Basecamp”. Talked about our “wants”: password protected area for members and for board of directors, would like a “donate now” button on the page, on-line registration and payment (Eventbrite & PayPal), and an “escape” button to leave the page immediately. We have extra money in the budget and can use it to increase the website. VoyagerWeb can host our email for us. Three options for emails and we would like the best service, which provides the greatest spam protection and that is \$5/per month per email. We are looking to purchase 5 emails and we can prepay these for up to 5 years if we have extra money left in the technology grant. When we change email hosts, none of the emails will transfer over so Bobbi is creating a file with old emails; will pick a date soon to have the email host changed. Looking at different options for a domain name as MAC is taken by Macintosh computers. Talked about having the site go “live” sooner than later (which could be in about two months) and then just keep adding to it. The website can be updated by us as often as we want and when we want.

- Annual meeting/training is set for Sept. 9, 2016. Sara found and started an event planner on a website to help keep track of all the contacts she is making for meeting facilities. Having difficulties with locations/prices/break-out room availability. If you have other options/places that you are aware of, please email Sara. Other options mentioned were Oakridge, RiverCentre, Rosseau County library. There is no cap on VOCA for room rates. OJP said their goal is to have a decision made on the training grant dollars by the end of April as the Technology Grants are supposed to start May 1. Thank you Sara for all the time you have put into this and your willingness to help! In regards to the silent auction, 35 donations have been received and 125 not heard from. Danielle agreed to update Google Docs with phone numbers and each board member will sign up to contact businesses to ask about donating. Bobbi has color-coded the list: green means received a donation, yellow means they have committed but not received donation yet, and red means not donating. Please be thinking ahead for trainers and topics to get going on the annual meeting before the May meeting.

- Survey Monkey discussion on upgrading. If we upgrade from the free/basic service, we will have the capability to analyze and compile results and it will be more organized. Cost is \$300 annually. MAC had to include an evaluation section in the training grant proposal so we will be doing a paper evaluation at trainings and then following up at a later date with the Survey Monkey.

**A motion was made to upgrade Survey Monkey by Vicki Walechka.**

**Seconded by Brenda Skogman.**

**Approved.**

- Membership dues - included in the April board packet you will see copies of the dues charged by MCBW, MNCASA, and MN Council of NonProfits. Looking at basing the membership dues on the program budget for Victim/Witness Programs, not the whole county or county attorney budget. Some of this may get discussed and changed during the strategic planning process but want to start the process as we normally start sending out membership information in May. (MAC fiscal year is July 1-June 30.) Discussion on different numbers and steps for cost of membership and on whether to have an “Ally”

program fund to waive the fees. If we create an “Ally” fund, how do we decide who qualifies? What do we want to send out this year with the membership renewals? Do we want to have two levels of membership? Voting /non-voting and an individual memberships (but not voting). Bobbi will have an updated copy out soon to look and review before the May meeting.

#### VI. Committee Reports

- a. Executive Committee: None
- b. Special Events Committee: None
- c. Legislative Committee: None
- d. Publishing Committee: None
- e. Marketing/Development Committee: None
- f. Strategic Planning Committee: None
- g. Financing Committee: None

**Next meeting: Strategic Planning Retreat, April 29, 2016 at 9:00 a.m. – 4:00 .m. @  
St. Paul – The Northwest Area Foundation – Drake Building (lunch will be provided)  
60 Plato Boulevard E, Suite 400 (4<sup>th</sup> Floor)  
St. Paul, MN 55107**

**May meeting date: May 12, 2016 @ 10:00 – 1:00 p.m. @ MAC Office, St. Paul**

#### VIII. Adjourn

Motion made to adjourn the meeting at 12:22 p.m.

Motion 1<sup>st</sup>: Sara Miller

2<sup>nd</sup>: Chris Jensen

Approved



## **APRIL FINANCIALS FOR MAC**

### **Income:**

Membership	\$ 50.00
OJP	\$22,893.78
Unrestricted – Worker's Comp.	\$ 26.00

### **Expenses:**

OJP Grant	\$ 8,040.85
Unrestricted	\$ 516.86

### **OJP Expenses:**

Salary	\$ 4,846.16
Payroll Taxes	\$ 382.16
Health & Dental	\$ 465.86
Rent	\$ 334.75
Contract Services	\$ 1,450.00
Dues & Subscriptions	\$ 100.00
Office & Program Supplies	\$ 96.09
Telephone	\$ 112.83
Travel & Training	\$ 200.00
Bank Service Charge	\$ 28.00
Aplos	\$ 25.00
Total	\$8,040.85

### **Unrestricted Expenses:**

Miscellaneous	\$ 19.96
Travel & Training	\$ 496.90
Total	\$ 516.86

### **Available Balances:**

Technology Grant	\$10,025.00
OJP	\$68,533.87
Unrestricted	\$28,743.38
Savings	\$15,057.94



155 South Wabasha Street, Suite 104, St. Paul, MN 55107  
Phone (612) 940-8090/(866) 940-8090

May 12, 2016 – Board Meeting  
Director's Report

## **Events**

- **Silent Auction:** Thank you letters have been sent for donations received and include an explanation of the change of date for the event. Danielle has updated the donor google doc with phone numbers. Board members agreed to begin making follow-up calls to solicit additional donations. How are the calls going? Please remember to indicate what businesses/organizations you will be calling on the google doc.
- **Tribal Summit:** May 24-25, 2016 at Mystic Lake. I will be attending both days of the summit.
- **OJP Conference:** MAC, MNCASA, and MCBW will be co-hosting a reception on Thursday night at the conference from 6:30pm – 7:30pm. The three coalitions will split the cost of a portable bar (set up and tending – flat rate) \$75 + 18% service and 7.375% tax = \$95.03. I have submitted the request to table at the Resource Fair. MAC will be donating a case of wine for bingo prizes. I will be attending the conference Wednesday night – Friday. I am co-presenting a workshop on Thursday afternoon with Karla Bauer titled, *The Scales of Victimization*.
- **Staff/Board Retreat Follow-Up:** The MAC design team (Vanessa, Vicki, Chris, Bobbi) had a conference call with Julia Classen on May 4<sup>th</sup> to discuss next steps for MAC's strategic visioning process. It was decided to have Aurora begin monthly conversation facilitation at the June 9<sup>th</sup> board meeting to allow time for Aurora to complete a comprehensive summary of the board retreat and develop a plan for moving forward. Julia provided some questions for the board to discuss at the May meeting to help move us toward defining our mission and purpose.
- **Granite City Fundraiser:** The flyer for the June 9<sup>th</sup> event is attached to the board packet. Please distribute it widely among your networks. Note: You only need to mention MAC when dining on June 9<sup>th</sup>. You do not have to show the flyer. If board members are interested in having lunch at Granite City after the board meeting, please let me know and I will make a reservation.
- **2016 Annual Membership Meeting and Training:** September 8-9, 2016 to be held at the Crowne Plaza – Bloomington. Draft agenda is attached. We need to make outreach to a system and community based advocate to take about the need and benefit of working collaboratively. Ideas? I am working with Danielle on creating of marketing materials. I would like to have a special acknowledgment of Sharon Dicke and Lisa Seifert during the membership meeting. I welcome suggestions. I would also like to discuss the possibility of creating an annual award to recognize outstanding victim service.

## Issues

- **OJP Prosecutorial RFP:** I have been spending a considerable amount of time providing technical assistance to counties regarding the RFP. I have submitted several questions to OJP that have been added to the FAQ in an attempt to encourage currently unfunded counties to apply. OJP has shifted their stance regarding counties that are currently funding victim services and the amount of OJP funding they can apply for. Counties DO NOT have to deduct the amount the county is funding from the amount they are eligible to apply for. PLEASE encourage any county that is not currently receiving OJP funding to apply. There is no reason to believe this level of funding will not be sustainable. OJP will be strongly encouraging all counties receiving OJP funding to consider becoming a MAC member. Note: MAC's portion of financial responsibility for Donna Dunn's delivery of the RFP webinar is \$200.00, invoice has been sent to Heidi for payment.
- **Membership Renewal and Fee Structure:** Attached is the letter that will go out next week to current members for renewal and to counties and other organizations that currently are on one or more of our listservs, but are not members. I am working on updating the county attorney/victim witness list and the stakeholder list. I hope to have these complete by the 12<sup>th</sup>.
- **Website Development:** I continue to work with VoyaguerWeb and have picked a site template and theme. They have asked if we want to consider updating our logo. I told them I wasn't sure and would need to get input. I would like to explore the possibility of developing an updated, not so literal logo. We will begin with these six pages on the site:

1. Home
2. About MAC
3. Resources
4. Events & Training
5. Get Involved
6. Contact Us

Below are some recommendations from VoyaguerWeb:

*-I would suggest the 'Member Area' be a link on its own above the main navigation, similar to a lot of site's login area. The member area link will take you to a page that has this content currently: <http://www.mnallianceoncrime.org/membership> and at the top the login/forgot pswd etc.*

*-I would add the Donate Now button on the homepage somewhere but also put it in the footer on all other pages so it's always available.*

*There's a lot of content on the current site that seems to be out of place and would fit a lot better under another page, so I would suggest re-organizing all the content on the pages and putting sections of content where they make more sense - example: helpful links(now under 'victim rights' should go under resources.*

- **Bylaw Amendments:** We need to begin review of MAC bylaws for the purpose of development of possible amendments that membership will need to vote on at the annual meeting. The current bylaws are attached with my highlights and comments.
- **Crime Victim Justice Unit:** Beginning in May I will be meeting bi-monthly with Carolyn Bryant from the CVJU and she will attend MAC board meetings on a quarterly basis to share identified issues affecting crime victims statewide. The goal is to make sure MAC is informed about emerging victim issues so we can respond, take action, and/or plan for future work necessary to address the issue.
- **Monthly Financial Reporting:** Brenda has agreed to work with Heidi on development of a “dashboard” financial report that is easier to read and identify “bottom line” information.
- **David Doppler Commutation Hearing:** I have been contacted by Joan Baker, mother of Michael Sargent who was murdered by David Doppler in 1996. David Doppler has submitted a commutation petition to the Board of Pardons and has been granted a hearing on June 15, 2016. Mr. Doppler’s petition was submitted by a “large entourage of community activists” in November and Joan would like a showing of community support for her son at the June hearing. I am working with Joan, Crow Wing Victim/Witness and the DOC to support Joan and provide information. The June 15<sup>th</sup> hearing is open to the public and I encourage you and others in your network to attend. It will be held at 1:30pm at the Minnesota Judicial Center in St. Paul. Feel free to contact me for more information about the case and/or the hearing.
- **Bobbi Needs an Intern!!!** I am hoping that after all of the membership materials are distributed I will be able to take time to secure an intern to assist with document creation and organization. If anyone has any potential leads to someone who may be looking for an internship, please let me know.

## Training

- OJP has awarded MAC \$50,000 for development and delivery of specific trainings. The funding period is May 1, 2016 – June 30, 2018. The priorities that have been funded are the 2016 and 2017 Annual Meeting and Capacity Building Trainings, development and delivery of a Quarterly Webinar Series, and the development and delivery of a two-day Fundamentals in Victim Services Training. A training development workgroup will be created to inform curriculum development. The CVJU will have seat on the workgroup and other coalitions will be consulted. The amended narrative and budget are attached.

## Misc.

- Still no lease from MADD to sign ☺
- MAC’s portion of Action Day expenses are \$344.00, invoice has been sent to Heidi for payment.

## Legislative

- Things are changing on an hourly basis at the legislature. I have been in contact with the other coalitions and MCAA and have been told they have no definite answers about any of their bills. I will distribute a detailed session summary at the conclusion of the session.

## MAC activity report

Week	(All)
Date	(All)

Row Labels	Sum of Time
Email	18.5
Legislative	2.5
Meeting	43.5
Meeting Prep	8.5
Phone call	1
Research & Development	26.5
Training	16.5
(blank)	
Travel	5.5
Victim Service	16.5
Administrative	24.5
Technical Assistance	7
Outreach to Membership	4
<b>Grand Total</b>	<b>174.5</b>



**D 2 D**  
DINE • TO • DONATE

**Thursday, June 9<sup>th</sup>**

It's

**Minnesota Alliance on Crime**

Day at Granite City Food & Brewery

*851 Rosedale Center – Roseville 651.209.3500*

*All Day: from 11am-Close*

To donate 10% of your tab, tell your server that you support the MN Alliance on Crime or show a paper or digital copy of the flyer



[www.gcfb.com](http://www.gcfb.com)

Can't make it? To-Go orders are included too!

WHERE FOOD AND BEER IS MORE THAN A CRAFT. *It's an Art.*

## **Draft Agenda**

### **2016 MAC Annual Meeting and Capacity Building Training**

**September 8-9, 2016**

**Crowne Plaza – Bloomington**

**5401 GREEN VALLEY DRIVE BLOOMINGTON, MN 55437**

**Thursday September 8, 2016**

**7:30 – 8:30 – Silent Auction Set-Up**

**8:30 – 9:30 – Registration/Silent Auction Browsing**

**9:30 – 12:00 Membership Meeting**

- Welcome and Silent Auction Instructions
- Board Member Recognition
  - Sharon Dicke
  - Lisa Seifert
- Annual Reports
- Discussion of MAC Strategic Visioning Process
- Discussion of MAC Programmatic/Training Initiatives
  - Introduce New Workgroup/Council opportunities
    - Training development?
    - Legislative?
    - Victim/Survivor Advisory Council?
- Discussion of possible MAC 2017 Legislative Priorities
- Introduction of proposed slate of MAC Board Members
- Introduction of any amendments to Bylaws
- Membership voting
- Set next annual meeting date and location, adjourn

**12:00 – 1:00 Lunch**

**1:00 – 3:00 Finding from Victim Focus Groups - Rick Lind & Safia Khan – confirmed**

**3:00 – 3:30 Debrief**

**3:30 – 4:00 Silent Auction Browsing**

**Friday, September 9, 2016**

**8:00 – 9:00 Silent Auction Browsing**

**9:00 – 10:45 ACE's Study –I presenter Karina Forrest Perkins - confirmed**

**10:45 – 11:00 Break**

11:00 – 12:00 – Building Collaboration Between System Based and Community Based Advocates (need to identify potential presenters)

12:00 – 1:00 Lunch

Silent Auction Bidding will close at 1:00

1:00 – 1:30 Victim Story (Kelly has a victim in Dakota County she will reach out to)

1:30 – 2:30 Implications of Unrecognized Trauma, Grief, and Mental Illness - potential presenter, Ericka Arnold-McEwan (Danielle will do outreach)

2:30 – 2:45 Break

2:45 – 3:30 – New Trends and Promising Practices in Victim Services/MAC Initiatives – Bobbi will present

3:30 – 4:30 Silent Auction Closeout/Cleanup





May , 2016

Dear Valued Member,

It's hard to believe four months have passed since I came to MAC as Executive Director. It has been a pleasure to meet some of you for the first time and get reacquainted with others.

I brought my passion and understanding of coalition work with me to MAC and have been working hard to position MAC front and center in the critical conversations taking place that will impact crime victims and the response they receive from service providers throughout the state of Minnesota.

As a membership coalition, MAC is only as strong as the sum of its parts; supporting and strengthening the work of member programs is critical to the success of MAC as an organization. MAC must have a keen understanding to the unique needs of each member program and the ability to provide relevant responses.

You will notice that the membership application looks different and contains additional information. MAC wants to provide as much information as possible regarding our mission and core values to ensure that our members can confidently support our work. You will also notice updated membership and fee structures. The change in membership structure will ensure all stakeholders that support MAC's mission and core values can become a supportive non-voting member, while affording voting privileges to organizations that provide direct services to crime victims. The updated fee structure will allow for members to support MAC in a more equitable way. We are asking organizations with larger budgets to consider making an additional donation to the "Ally Fund" that will be used to offset the cost for individuals and new or smaller organizations that may not receive adequate funding. Any individual or organization can request a partial or full fee waiver if funding prohibits them from paying the membership fee.

The MAC Board of Directors and I intend to engage membership in new and meaningful ways in order to gain understanding of needs, develop comprehensive responses and training, and ensure that MAC's present and future initiatives are shaped and supported by membership. In order to achieve this, we are creating a multitude of ways for members to engage with MAC and access information, resources, training, and technical assistance; for the purpose of strengthening and growing members' capacity to provide critical services to crime victims.

Over the next year, members will experience increased benefits of MAC membership. MAC will be offering trainings that will address the priority needs expressed in the 2016 Training Survey. An example of this is the creation of a Training Development Workgroup to develop curriculum for a two-day Fundamentals in Victim Services training. The intent is to offer this training semi-annually to ensure those entering the field of victim services have a comprehensive understanding of the fundamental elements of working with crime victims. In addition to this initiative, training will be available to all professionals working within the criminal justice system and will be offered in a variety of modalities. MAC voting members will be eligible for reimbursement for travel, lodging, and food costs incurred when attending certain meetings and trainings.

Please take a moment to read about other benefits of being a member of MAC and commit to joining with us to ensure crime victim services in Minnesota provides an example for the nation to follow.

In Peace!

*Bobbi*



## **Benefits of MAC Membership**

### **Public Policy and Legislation:**

- MAC members help shape the statewide legislative and policy agenda and participate in emerging issues discussions, needs assessments, surveys, and committee work. This membership participation guides MAC in all of its public policy work, including state-wide prevention and training efforts, resource development, and development of effective communication on the issues that are most important to crime victims across Minnesota.
- MAC provides member programs with resources to educate decision-makers about the importance of community efforts to end violence and the need to continue to fund the programs that make these community efforts possible.
- MAC tracks state and federal legislative activity that impacts programs providing services to crime victims.
- MAC provides member programs with ongoing information about legislative events and with tools and guidance for how to be part of a collective voice at the capital.

**MAC training, technical assistance, and annual membership meetings support and enhance the critical work of advocates, prosecutors, law enforcement, prevention educators, and others working to create better responses to crime victims.**

### **Training and Technical Assistance:**

- Participate in MAC trainings and receive travel and food reimbursement when applicable.
- Attend free audio/web trainings.
- Contact MAC staff when you need technical assistance, media relations support, research, or resources.

### **Information and Resource Materials:**

- Read MAC eUpdates with news, resources, and funding opportunities.
- Go to the MAC website for information about trainings and events, brochures, articles, and other resources.
- Have access to the “members only” section of MAC’s website.
- Share information and resources with your colleagues at networking meetings and other MAC events.

### **Networking Opportunities:**

- Shape the priorities and activities of MAC at the Annual Membership Meeting.
- Join networks, such as, the Training Development Workgroup, the Legislative Advisory Committee, and Victim/Survivor Advisory Council.
- Participate in e-mail discussion lists with colleagues from across the state, including up-to-the-minute news and resources.



May , 2016

Dear Valued Stakeholder:

It has been four months since I joined the Minnesota Alliance on Crime (MAC) as Executive Director and I have been working hard to reach out to our stakeholders and allies to learn more about your organization and how MAC can support it. I brought my passion and understanding of coalition work with me to MAC and have been working hard to position MAC front and center in the critical conversations taking place that will impact crime victims and the response they receive from service providers throughout Minnesota.

I invite you to consider join the Minnesota Alliance on Crime. As a membership coalition, MAC is uniquely positioned to take up the complex issues and needs that face crime victims throughout the state of Minnesota and collectively work to strengthen the base of service providers working every day to meet those needs.

The MAC Board of Directors and I intend to engage membership in new and meaningful ways in order to gain understanding of needs, develop comprehensive responses and training, and ensure that MAC's present and future initiatives are shaped and supported by our membership. In order to achieve this, we are creating a multitude of ways for members to engage with MAC and access information, resources, training, and technical assistance for the purpose of strengthening and growing members' capacity to provide critical services to crime victims.

Over the next year, members will experience increased benefits of MAC membership. MAC will offer trainings that will address the priority needs expressed by membership in the 2016 Training Survey. An example of this is the creation of a Training Development Workgroup to develop curriculum for a two-day Fundamentals in Victim Services training. This training will be offered semi-annually to ensure those entering the field of victim services will have a comprehensive understanding of the fundamental elements of working with crime victims. In addition to this initiative, training will be available to all professionals working within the criminal justice system and will be offered in a variety of modalities. MAC voting members will be eligible for reimbursement for travel, lodging, and food costs incurred when attending certain meetings and trainings.

MAC wants to provide as much information as possible regarding our mission and core values to ensure that our allies and members can confidently support our work. Organizations that provide direct services to crime victims in Minnesota and support MAC's mission and core values are invited to join MAC as a Voting Member. Individuals and organizations that don't provide direct services to crime victims, and support MAC's mission and core values, can become a Supportive Non-Voting Members. Non-voting members have all the privileges of voting members, with the exception of voting on governance issues and initiatives.

Any individual or organization can request a partial or full fee waiver if funding prohibits them from paying the membership fee.

Please take a moment to read about other benefits of being a member of MAC and commit to joining with us to ensure crime victim services in Minnesota provides an example for the nation to follow.

If you have any questions or would like to discuss MAC membership further, feel free to call me at [your number] or email me at [ed@mnallianceoncrime.org](mailto:ed@mnallianceoncrime.org).

In Peace!

*Bobbi*

Bobbi Holtberg  
Executive Director



## **Benefits of MAC Membership**

### **Public Policy and Legislation:**

- MAC members help shape the statewide legislative and policy agenda and participate in emerging issues discussions, needs assessments, surveys, and committee work. This membership participation guides MAC in all of its public policy work, including state-wide prevention and training efforts, resource development, and development of effective communication on the issues that are most important to crime victims across Minnesota.
- MAC provides member programs with resources to educate decision-makers about the importance of community efforts to end violence and the need to continue to fund the programs that make these community efforts possible.
- MAC tracks state and federal legislative activity that impacts programs providing services to crime victims.
- MAC provides member programs with ongoing information about legislative events and with tools and guidance for how to be part of a collective voice at the capital.

**MAC training, technical assistance, and annual membership meetings support and enhance the critical work of advocates, prosecutors, law enforcement, prevention educators, and others working to create better responses to crime victims.**

### **Training and Technical Assistance:**

- Participate in MAC trainings and receive travel and food reimbursement when applicable.
- Attend free audio/web trainings.
- Contact MAC staff when you need technical assistance, media relations support, research, or resources.

### **Information and Resource Materials:**

- Read MAC eUpdates with news, resources, and funding opportunities.
- Utilize the MAC website for information about trainings and events, brochures, articles, and other resources.
- Have access to the "members only" section of MAC's website.
- Share information and resources with your colleagues at networking meetings and other MAC events.

### **Networking Opportunities:**

- Shape the priorities and activities of MAC at the Annual Membership Meeting.
- Join networks, such as the Training Development Workgroup, the Legislative Advisory Committee, and Victim/Survivor Advisory Council.
- Participate in e-mail discussion lists with colleagues from across the state, including up-to-the-minute news and resources.



### ***MAC's Mission***

The mission of the Minnesota Alliance on Crime (MAC) is to provide a statewide coalition for crime victim service programs, while working to improve response to victims of crime in Minnesota through education, resources, and legislation.

### ***Core Values***

1. We oppose the use of all forms of violence and affirm the basic human right of every person to live without fear or the threat of violence throughout the course of one's life.
2. We seek to ensure a criminal justice system that is fair and accessible to crime victims, and where meaningful rights for crime victims are routinely honored.
3. We stand in solidarity with efforts around the world to end all forms of discrimination, exploitation, and violence.
4. We recognize that forms of oppression based on race, gender, class, ethnicity, nationality, disability, age, religion, and sexual orientation create a climate of supremacy and ownership that facilitates the use of on-going violence.
5. We believe in the strength of diversity, embrace the differences among ourselves and within our communities, and promote the development of leadership in all communities.
6. We undertake prevention efforts to confront and change cultural norms and practices that facilitate violence.
7. We promote and encourage the leadership of victim/survivors in guiding our advocacy, policy, and training efforts.
8. We affirm the power of collective and collaborative efforts to advocate with social systems and institutions in order to end violence.
9. We encourage reflection about our work and thoughtful evaluation of our efforts. We are committed to the ongoing development of innovative strategies and programs to better meet the diverse and emerging needs of crime victims.
10. We commit to create a work environment for staff and volunteers that respects diversity, fosters professional growth, encourages critical thinking and initiative, and promotes diligent and effective advocacy efforts.



## **Minnesota Alliance on Crime**

### ***MAC's Mission***

The mission of the Minnesota Alliance on Crime (MAC) is to provide a statewide coalition for crime victim service programs, while working to improve response to victims of crime in Minnesota through education, resources, and legislation.

### ***Core Values***

1. We oppose the use of all forms of violence and affirm the basic human right of every person to live without fear or the threat of violence throughout the course of one's life.
2. We seek to ensure a criminal justice system that is fair and accessible to crime victims, and meaningful rights for crime victims are routinely honored.
3. We stand in solidarity with efforts around the world to end all forms of discrimination, exploitation and violence.
4. We recognize that forms of oppression based on race, gender, class, ethnicity, nationality, disability, age, religion and sexual orientation create a climate of supremacy and ownership that facilitates the use of on-going violence.
5. We believe in the strength of diversity, embrace the differences among ourselves and within our communities, and promote the development of leadership in all communities.
6. We undertake prevention efforts to confront and change cultural norms and practices that facilitate violence.
7. We promote and encourage the leadership of victim/survivors in guiding our advocacy, policy, and training efforts.
8. We affirm the power of collective and collaborative efforts to advocate with social systems and institutions in order to end violence.
9. We encourage reflection about our work and thoughtful evaluation of our efforts. We are committed to the ongoing development of innovative strategies and programs to better meet the diverse and emerging needs of crime victims.
10. We commit to create a work environment for staff and volunteers that respects diversity, fosters professional growth, encourages critical thinking and initiative, and promotes diligent and effective advocacy efforts.



**Minnesota Alliance on Crime**

**FY17 Member Application Form**

**July 1, 2016 - June 30, 2017**

**Membership is not complete unless membership dues AND application are received.**

By completing and signing the membership application, you join with programs across the state to actively support the MAC mission and core values.

<b>Date of Application:</b>		
<b>Organization Name:</b>		
<b>Contact Person:</b>		
<b>Contact E-mail:</b>		
<b>Mailing address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Business Phone:</b>		<b>Ext:</b>
<b>Business Fax:</b>		
<b>Name and email addresses of all staff to be added to the MAC Members Listserv: (Please attach separate document, if needed.)</b>		
<b>Name:</b>		<b>Email:</b>
<b>Name:</b>		<b>Email:</b>
<b>Name:</b>		<b>Email:</b>
<b>Name:</b>		<b>Email:</b>

Name:	Email:
Name:	Email:
Name:	Email:
Name:	Email:
Name:	Email:
Name:	Email:

**Counties / Areas of service *(please select all that apply):***

- |   |   |  |   |  |  |
|---|---|--|---|--|--|
| <input type="checkbox"/> <a href="#">Aitkin</a>     | <input type="checkbox"/> <a href="#">Cook</a>       | <input type="checkbox"/> <a href="#">Itasca</a>            | <input type="checkbox"/> <a href="#">McLeod</a>     | <input type="checkbox"/> <a href="#">Polk</a>      | <input type="checkbox"/> <a href="#">Steele</a>          |
| <input type="checkbox"/> <a href="#">Anoka</a>      | <input type="checkbox"/> <a href="#">Cottonwood</a> | <input type="checkbox"/> <a href="#">Jackson</a>           | <input type="checkbox"/> <a href="#">Meeker</a>     | <input type="checkbox"/> <a href="#">Pope</a>      | <input type="checkbox"/> <a href="#">Stevens</a>         |
| <input type="checkbox"/> <a href="#">Becker</a>     | <input type="checkbox"/> <a href="#">Crow Wing</a>  | <input type="checkbox"/> <a href="#">Kanabec</a>           | <input type="checkbox"/> <a href="#">Mille Lacs</a> | <input type="checkbox"/> <a href="#">Ramsey</a>    | <input type="checkbox"/> <a href="#">Swift</a>           |
| <input type="checkbox"/> <a href="#">Beltrami</a>   | <input type="checkbox"/> <a href="#">Dakota</a>     | <input type="checkbox"/> <a href="#">Kandiyohi</a>         | <input type="checkbox"/> <a href="#">Morrison</a>   | <input type="checkbox"/> <a href="#">Red Lake</a>  | <input type="checkbox"/> <a href="#">Todd</a>            |
| <input type="checkbox"/> <a href="#">Benton</a>     | <input type="checkbox"/> <a href="#">Dodge</a>      | <input type="checkbox"/> <a href="#">Kittson</a>           | <input type="checkbox"/> <a href="#">Mower</a>      | <input type="checkbox"/> <a href="#">Redwood</a>   | <input type="checkbox"/> <a href="#">Traverse</a>        |
| <input type="checkbox"/> <a href="#">Big Stone</a>  | <input type="checkbox"/> <a href="#">Douglas</a>    | <input type="checkbox"/> <a href="#">Koochiching</a>       | <input type="checkbox"/> <a href="#">Murray</a>     | <input type="checkbox"/> <a href="#">Renville</a>  | <input type="checkbox"/> <a href="#">Wabasha</a>         |
| <input type="checkbox"/> <a href="#">Blue Earth</a> | <input type="checkbox"/> <a href="#">Faribault</a>  | <input type="checkbox"/> <a href="#">Lac qui Parle</a>     | <input type="checkbox"/> <a href="#">Nicollet</a>   | <input type="checkbox"/> <a href="#">Rice</a>      | <input type="checkbox"/> <a href="#">Wadena</a>          |
| <input type="checkbox"/> <a href="#">Brown</a>      | <input type="checkbox"/> <a href="#">Fillmore</a>   | <input type="checkbox"/> <a href="#">Lake</a>              | <input type="checkbox"/> <a href="#">Nobles</a>     | <input type="checkbox"/> <a href="#">Rock</a>      | <input type="checkbox"/> <a href="#">Waseca</a>          |
| <input type="checkbox"/> <a href="#">Carlton</a>    | <input type="checkbox"/> <a href="#">Freeborn</a>   | <input type="checkbox"/> <a href="#">Lake of the Woods</a> | <input type="checkbox"/> <a href="#">Norman</a>     | <input type="checkbox"/> <a href="#">Roseau</a>    | <input type="checkbox"/> <a href="#">Washington</a>      |
| <input type="checkbox"/> <a href="#">Carver</a>     | <input type="checkbox"/> <a href="#">Goodhue</a>    | <input type="checkbox"/> <a href="#">Le Sueur</a>          | <input type="checkbox"/> <a href="#">Olmsted</a>    | <input type="checkbox"/> <a href="#">Scott</a>     | <input type="checkbox"/> <a href="#">Watsonwan</a>       |
| <input type="checkbox"/> <a href="#">Cass</a>       | <input type="checkbox"/> <a href="#">Grant</a>      | <input type="checkbox"/> <a href="#">Lincoln</a>           | <input type="checkbox"/> <a href="#">Otter Tail</a> | <input type="checkbox"/> <a href="#">Sherburne</a> | <input type="checkbox"/> <a href="#">Wilkin</a>          |
| <input type="checkbox"/> <a href="#">Chippewa</a>   | <input type="checkbox"/> <a href="#">Hennepin</a>   | <input type="checkbox"/> <a href="#">Lyon</a>              | <input type="checkbox"/> <a href="#">Pennington</a> | <input type="checkbox"/> <a href="#">Sibley</a>    | <input type="checkbox"/> <a href="#">Winona</a>          |
| <input type="checkbox"/> <a href="#">Chisago</a>    | <input type="checkbox"/> <a href="#">Houston</a>    | <input type="checkbox"/> <a href="#">Mahnomon</a>          | <input type="checkbox"/> <a href="#">Pine</a>       | <input type="checkbox"/> <a href="#">St. Louis</a> | <input type="checkbox"/> <a href="#">Wright</a>          |
| <input type="checkbox"/> <a href="#">Clay</a>       | <input type="checkbox"/> <a href="#">Hubbard</a>    | <input type="checkbox"/> <a href="#">Marshall</a>          | <input type="checkbox"/> <a href="#">Pipestone</a>  | <input type="checkbox"/> <a href="#">Stearns</a>   | <input type="checkbox"/> <a href="#">Yellow Medicine</a> |
| <input type="checkbox"/> <a href="#">Clearwater</a> | <input type="checkbox"/> <a href="#">Isanti</a>     | <input type="checkbox"/> <a href="#">Martin</a>            |   |  |  |

**Please provide your organization's mission or purpose statement:**

---



---



---



---



---



---

**Type of membership requesting:**



Two different types of membership are available to organizations. All members benefit from participation in MAC sponsored events, training, and resource dissemination; voting members have additional opportunities to participate in the work of MAC.

**Please check either “Voting Member Organization” or “Supportive Non-Voting Organization.”**

- ☐ **Voting Member Organization:** Voting members vote on new board members and changes to MAC by-laws:

***(All boxes must be checked and voting delegate name must be filled in order to be a voting member)***

- ☐ Incorporated as a Minnesota non-profit organization or tribal organization; or are a Victim/Witness Program located within a prosecutorial office.
- ☐ Program is designed primarily to serve crime victims; voting rights are bestowed to the program providing direct services.
- ☐ Organization provides criminal justice assistance, advocacy, safety planning, and referrals.
- ☐ Payment for FY17 membership dues is included with this form.
- ☐ Organization supports and promotes the mission statement and core values of MAC.

Each voting member organization shall appoint one (1) individual to serve as their voting delegate and one (1) individual to serve as their voting alternate at meetings of the membership. These individuals will serve as delegates and alternates until successors are appointed. Replacement delegates and alternates may be appointed by member organizations by providing written notice to MAC before scheduled meetings.

**Voting Delegate Name:** \_\_\_\_\_

**Voting Alternate Name:** \_\_\_\_\_

- ☐ **Supportive Non-Voting Organization:** Nonprofit; health and education; tribal, state, and local government; and other organizations that **do not provide direct services to crime victims**; and actively promote the mission statement and core values of MAC may join as supportive non-voting members.
- ☐ **Supportive Non-Voting Individual:** Individual, student, or victim/survivor that actively promotes the mission statement and core values of MAC may join as a supportive non-voting member.

---

**NOTE:** Membership will not be processed if **all** fields are not complete or without signature of the organization’s authorized designee.

**By signing below, we commit ourselves to:**

- ☐ Actively promote the mission statement and core values of MAC; and
- ☐ Support and attend MAC’s Annual Meeting on September 8-9, 2016.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Your membership dues are based on your organization’s current annual operating budget. Please refer to the following chart to determine your dues and write the corresponding dues amount in the space below.

**(For programs that are a sub-group of a larger government agency or non-profit corporation, dues are based on the operating budget of the victim services program only.)**

### MAC Annual Membership Dues Schedule

If your annual operating budget is:                      Your annual membership dues are:

\$0 - \$60,000	\$125.00
\$60,001 - \$100,000	\$150.00
\$100,001 - \$500,000	\$250.00
\$500,001 - \$1,000,000	\$350.00
\$1,000,001 and over	\$450.00
Supportive Non-Voting Organization <b>(does not provide direct services)</b>	\$100.00
Supportive Non-Voting Individual	\$50.00
Supportive Non-Voting Student	\$25.00
Supportive Non-Voting Victim/Survivor	FREE

Operating budget for current fiscal year:                      \$ \_\_\_\_\_

Membership amount due:    \$ \_\_\_\_\_

Contribution to the "Ally Fund"                                      \$ \_\_\_\_\_

We ask that you consider making a voluntary, additional contribution of \$25 to go into the "Ally Fund." This is a fund used to pay the dues of individuals and crime victim service programs that do not have the financial means to pay their dues. These programs are programs that do not have any stable funding source, are newer programs starting out, or are programs that have experienced a sudden and/or dramatic loss of revenue. MAC will use the "Ally Fund" to help pay these programs membership dues.

#### Checklist and Membership Agreement *(Please check each box)*

##### We have reviewed the following:

- ☐ MAC Mission Statement and Core Values
- ☐ Membership Benefits

##### We have included the following with our application:

- ☐ Attachment A: Mission or philosophy statement (only if these have changed in the last year)
- ☐ A check for \$ \_\_\_\_\_ (see attached Membership Invoice)

**Membership is not complete unless membership dues AND application are received.**

**(Mail this portion along with completed membership application and payment)**

**Remittance Advice**

**Payment due by July 31, 2016**

***Mail to:*** Minnesota Alliance on Crime  
Attn: Bobbi Holtberg  
155 South Wabasha Street #104  
St. Paul, MN 55107

Member Program Name: \_\_\_\_\_

Amount Enclosed:     \$\_\_\_\_\_                      Additional "Ally Fund" contribution: \$\_\_\_\_\_

**STATED BYLAWS  
OF THE  
MINNESOTA ALLIANCE ONCRIME**

**ARTICLE I  
Registered Office**

The registered office of this corporation, at which the general business of this corporation shall be transacted and where the records of this corporation shall be kept, shall be at such a place in the State of Minnesota as shall be fixed from time to time by the Board of Directors.

**ARTICLE II  
Membership**

SECTION 2.1 Membership. Individuals or agencies desiring membership status shall complete and submit an annual membership form with dues assigned and established periodically by the Board of Directors. If meeting the financial obligation of membership presents a hardship for an individual or organizations may submit a proposal to the Executive Board for special consideration. Proposals will be reviewed for acceptance on a case-by-case basis.

SECTION 2.2 Voting Members. Every person/agency who is a member, during the membership year, as established from time to time by the Board of Directors shall be deemed a voting member of the corporation for that year. Each voting member shall exercise the privilege of one (1) vote.

**Commented [ED1]:** Need to draft language regarding definition of voting and non-voting members,

SECTION 2.2 Interest in Property. The members of this corporation shall not, as such, have any right, title or interest in the real or personal property of this corporation.

SECTION 2.3 Resignation. Any member may resign his or her membership at any time by giving written notice to the Board of Directors. Such resignation shall take effect at the beginning of the next Board of Directors meeting or at such time as may be specified in the notice.

SECTION 2.4 Termination. Any membership may be terminated by a two-thirds majority vote of the Board of Directors.

**ARTICLE III  
Meetings of Members**

SECTION 3.1 Annual Meeting. The annual meeting of the members of this corporation for the purposes of nominating and recruiting board members, the presentation of reports on the activities and financial condition of this corporation, and the transaction of such other business as may properly come before the meeting, shall be held at such time in the

month of September in each year as may be designated from time to time by the Board of Directors and at the place designated from time to time by the Board of Directors.

**SECTION 3.2 Notice.** Written notice of each meeting of the members stating the time and place thereof shall be mailed, postage prepaid, or electronically not less than five nor more than sixty days before the meeting, excluding the day of the meeting, to each member of this corporation at his or her last known address. Any member may waive notice of a meeting before, at or after the meeting, orally, in writing, or by attendance. Attendance at a meeting is deemed a waiver unless the member objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened, or objects before a vote on an item of business because the item may not lawfully be considered at that meeting and the member did not participate in the consideration of the item at that meeting.

**SECTION 3.3 Members List for Meeting.** Member list shall consist of all members as of the date of the meeting.

**SECTION 3.4 Voting.** At all meetings of the members, each voting member shall be entitled to ~~cast~~ one vote on any questions coming before the meeting. The presence of one-third of ~~the~~voting members shall constitute a quorum at any meeting thereof. The voting members present and entitled to vote at any meeting, although less than a quorum, may adjourn the meeting. A majority vote of the voting members present and entitled to vote at any meeting at which a quorum is present shall be sufficient to transact business. When any meeting of the members is adjourned to another time and place, notice of the adjourned meeting neednot be given other than by announcement- at the meeting at which adjournment- is -taken.

#### ARTICLE IV Directors

**SECTION 4.1 Number.** The Board of Directors of this corporation shall consist of five to twenty-five members.

**SECTION 4.2 Terms.** Directors of this corporation shall be elected to serve for a term of two years. Directors of the corporation shall serve without financial compensation. The directors shall be divided into two classes, approximately equal in number, so that the terms of office of approximately one-half of the directors shall expire each year. Each director shall hold office for the term for which the director was elected and until the end of the meeting at which the director's successor has been elected, or until the director's death, resignation, - or removal.

**SECTION 4.3 Removal.** Any director may at any time be removed with cause by the Board of Directors. If a vacancy occurs because of the death, resignation or removal of a director and results in Board membership less than the minimum set forth in the bylaws, such vacancy shall be filled by the Board of Directors for the unexpired term of such director.

February 2015

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

**Commented [ED2]:** I would suggest limited the maximum number of directors to 15.

Formatted: Highlight

Formatted: Highlight

**Commented [ED3]:** I would suggest implementing terms of 3 years and term limits of 2 consecutive terms. We will need to work out how this will affect currently sitting directors in hopes of developing a schedule where 1/3 of directors terms would expire annually. Discussion is also needed regarding the makeup of the board, i.e. members vs non-members, survivors, etc.

**Commented [ED4]:** Do we want to create an "ad hoc" BOD position? Technically, Karla, Kelly ad Danielle are successor's to Lisa, Sharon, and Catie. We didn't know it work out that way, which is why we had agreed to recruit ad hoc directors.

## ARTICLE V

### Duties of Directors

SECTION 5.1 Meeting Attendance. Directors of this corporation shall make every effort to attend all meetings of the Board of Directors. Failure to attend three (3) consecutive meetings per fiscal year shall be grounds for removal, unless otherwise previously approved of by the Board of Directors.

SECTION 5.2 Training. Directors of this corporation shall attend, participate in, and successfully complete annual board training as organized by the Board of Directors.

SECTION 5.3 Committee Participation. Directors of this corporation shall be assigned to a committee as set forth by the Board of Directors. Every effort shall be made to assign the director to his or her committee of choice.

## ARTICLE VI

### Meetings of the Board of Directors

SECTION 6.1 Meeting for the Purpose of Electing Officers. The meeting of the Board of Directors for the purpose of electing officers and transacting such other business as may properly come before the meeting shall take place each year, at the first board meeting following the Annual Meeting in September, at the time and place designated by the Board of Directors.

SECTION 6.2 Other Meetings. Other meetings of the Board of Directors may be held at such time and place as announced at a previous meeting of the Board of Directors. Meetings of the Board of Directors may also be called at any time (a) by the President, (b) upon the request of three or more members to the President of the Board of Directors. Anyone entitled to call a meeting of the Board of Directors may make a request to the President to call the meeting, and the President shall give notice of the meeting, setting for the time, place and purpose thereof, to be held between five and thirty days after receiving the request. If the President fails to give notice of the meeting within seven days from the day on which the request is made, the person or persons who requested the meeting may fix the time and place of the meeting and give notice in the manner hereinafter provided.

SECTION 6.3 Notice. Notice of each meeting of the Board of Directors and of each annual meeting, stating the time and place thereof, shall be provided not less than five nor more than thirty days before the meeting, excluding the day of the meeting, to each director at his or her last known address. Any director may waive notice of a meeting before, at or after the meeting, orally, in writing or by attendance. Attendance at a meeting is deemed a waiver unless the director objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened, and the director does not participate in the meeting.

**Commented [ED5]:** How do we want to implement the BOD job description?

**Formatted:** Highlight

**Formatted:** Highlight

**Formatted:** Highlight

**Commented [ED6]:** It should be the duty of the BOD to recruit, thoroughly vet, potential new board members and then present a slate of proposed BOD to the membership to ratify through a vote.

SECTION 6.4 Quorum. The presence of one-third of the Board of Directors shall constitute a quorum at any meeting thereof. The directors present at any meeting, although less than a quorum, may adjourn the ~~meeting~~.

SECTION 6.5 Voting. At all meetings of the Board of Directors, each director shall be entitled to cast one vote on any question coming before the meeting. A majority vote of the directors present at any meeting, if there be a quorum, shall be sufficient to transact any business, unless a greater number of votes is required by law or these Bylaws. A director shall not appoint a proxy for himself or herself or vote by proxy at a meeting of the Board of Directors. A director who is present at a meeting of the Board of Directors when an action is taken is presumed to have assented to the action unless the Director votes against the action, abstains, or is prohibited from voting on the ~~action~~.

SECTION 6.6 Written Action. Any action that could be taken at a meeting of the Board of Directors may be taken by written action as provided in this corporation's stated Articles of Incorporation.

SECTION 6.7 Conflicts of Interest. This corporation shall not enter into any contract or transaction with (a) one of more of its directors, (b) a director of a related organization (within the meaning of Minnesota Statutes, section 317A.011 subd.18) or (c) an organization in or of which a director is a director, officer or legal representative or have a material financial interest; unless the material facts as to the contract or transaction and as to the director's interest are fully disclosed or known to the Board of Directors, and the Board of Director authorizes, approves, or ratifies the contract or transaction in good faith by the affirmative vote of a majority of the directors (without counting the interested director), at a meeting at which there is a quorum without counting the interested director. Failure to comply with the provisions of this section 5.7 shall not invalidate any ~~contract~~ or transaction to which this corporation is a ~~party~~.

Commented [ED7]: Do we need to add any additional language regarding disclosure?

## ARTICLE VII

### Officers

SECTION 7.1 Tenure of Office. The officers of this corporation shall be a President, a Co-President, a Secretary, a Treasurer and such other officers as the Board of Directors may designate. Officers shall be elected by the Board of Directors to serve for terms of one year. Any officer may at any time be removed by the Board of Directors with cause. The same person may not hold more than one office at the same ~~time~~.

SECTION 7.2 President. The President shall: (1) have general active management of the business of the corporation; (2) when present, preside at meetings of the board and of the members; (3) see that orders and resolutions of the board are carried into effect; (4) sign and deliver in the name of the corporation deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of the corporation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the articles or bylaws by the board to another officer or agent ~~of~~

the corporation; (5) when necessary, certify proceedings of the board and the members, and (6) perform other duties prescribed by the Board.

SECTION 7.3 President Elect. The President Elect shall perform the duties of the President in case of the latter's absence or disability. Execution by the President Elect on behalf of this corporation of any instrument shall have the same force and effect as if it were executed on behalf of this corporation by the ~~President~~.

SECTION 7.4 Secretary. The Secretary shall provide for the keeping of proper records of all transactions of this corporation. The Secretary shall also perform such other duties as may be assigned by the Board of ~~Directors~~.

SECTION 7.5 Treasurer. The Treasurer shall: (1) keep accurate financial records for the corporation; (2) endorse for deposit notes, checks and drafts received by the ~~corporation~~ as ordered by the board, making proper vouchers for the deposit; (3) deposit ~~money~~, drafts, and checks in the name of and to the credit of the corporation in the banks and depositories designated by the board; (4) disburse corporate funds and issue checks and drafts in the name of the corporation, as ordered by the board; (5) on a quarterly basis and upon request of the Board of Directors, provide the president and the board an account of transactions by the treasurer and of the financial condition of the corporation; and (6) perform other duties prescribed by the board or by the ~~president~~.

SECTION 7.6 Additional Powers. Any officer of this corporation, in addition to the powers conferred upon that officer by the Bylaws, shall have such powers to perform additional duties as may be prescribed by the Board of ~~Directors~~.

#### ARTICLE VIII Committees

SECTION 8.1 Authority. The Board of Directors may act by and through ~~such~~ committees as it may create. Each committee shall have duties and responsibilities as are assigned by the Board of Directors. Each such committee shall at all times be subject to the control and direction of the Board of Directors. Committee members, other than members of the Executive Committee, need not be ~~directors~~.

SECTION 8.2 Membership. Each committee shall consist of, at a minimum, one member of the Board of Directors, and shall consist of two to ten committee ~~members~~. Membership on a committee shall be open to all Board members, as well as all members of the corporation.

SECTION 8.3 Executive Committee. The Executive Committee shall be composed of: the President; the President Elect; the Secretary; and the Treasurer. The Executive Committee shall have the authority of the Board of Directors in the management of the business of this corporation in the interval between meetings of the Board of Directors. The Executive Committee shall at all times be subject to the control and direction of the Board of Directors.

February 2015

**Commented [ED8]:** Do we want to consider and changes to the makeup of committees? i.e. do non BOD committee members need to be voting members?



SECTION 8.4 Meeting. Meetings of any committee may be called at any time by a member of the committee or by the President, on at least five days notice by email, or two days oral notice by telephone or in person. Meetings of each committee may also be held at such time and place as are announced at a previous meeting of the committee. Appearance at a meeting is deemed to be a waiver of the notice unless the committee member objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and the committee member does not participate in the meeting.

SECTION 8.5 Voting. At all meetings of a committee of this corporation each member thereof shall be entitled to cast one vote on any question coming before such meeting. The presence of a majority of the membership of any committee of this corporation shall constitute a quorum at any meeting thereof, but the members of a committee present at any such meeting, although less than a quorum, may adjourn the meeting. A majority vote of the members of a committee of this corporation present at any meeting thereof, if there be a quorum, shall be sufficient for the transaction of the business of such committee. Any action that could be taken at a committee meeting may be taken by written action signed by all members of the committee.

#### ARTICLE IX Executive Director

SECTION 9.1 Position. The Board of Directors may employ, at a salary it shall determine, an Executive Director of the Corporation.

SECTION 9.2 Responsibilities. The Executive Director shall be responsible to the Board for:

1. carrying out the policies and programs of the corporation;
2. employing and discharging employees in accordance with the policies of the corporation;
3. supervising all expenditures of the corporation in accordance with the policies of the corporation;
4. reporting, regarding the work of the corporation, at each meeting of the board; and
5. perform other duties prescribed by the Board of Directors or by the President.

SECTION 9.3 Execution of Documents. The Executive Director shall have authority to execute all documents necessary for the day to day operation of the corporation.

SECTION 9.4 Evaluation. The Executive Director shall be evaluated on an annual basis in a manner to be determined by the Board of Directors. A written summary of each such evaluation shall be placed in the Executive Director's personnel file.

SECTION 8.5 Committees. The Executive Director shall be an ex-officio member of the Board of Directors, the Executive Committee, and all standing and special committees of the Board, but shall have no vote thereon.

ARTICLE X  
Indemnification

To the full extent permitted by any applicable law, this corporation shall indemnify each person made or threatened to be made a party to any threatened-, pending or completed civil, criminal, administrative, arbitration, or investigative proceeding, including a proceeding by or in the right of this corporation, by reason of the former or present capacity of the person as:

- (a) a director, officer, employee or member of a committee of this corporation,
- (b) a director, officer, partner, trustee, employee or agent of another organization or employee benefit plan, who while a director, officer, or employee of this corporation, is or was serving the other corporation at the request of this corporation or whose duties as a director, officer, or employee of this corporation involve or involved such service to the other corporation,

against judgments, penalties, fines (including, without limitation, excise taxes assessed against the person with respect to an employee benefit plan), settlements, and reasonable attorney's fees and disbursements, incurred by the person in connection with the proceeding.

Indemnification provided by this section shall continue as to a person who has ceased to be a director, officer, employee or committee member, shall inure to the benefit of the heirs, executors and administrators of such person and shall apply whether or not the claim against such person arises out of a matter occurring before the adoption of this section shall apply as a credit against any indemnification provided by this section.

Any member, director, officer, or agent is not civilly liable for an act or omission by that person if the act or omission was in good faith, was within the scope of the person's responsibility, and did not constitute willful or reckless misconduct. Actions such as breach of fiduciary duty- federal causes of action, and breach of contract are not covered.

The corporation may, to the full extent permitted by applicable law, purchase and maintain insurance on behalf of any person who is or was a director, officer, or employee or a member of a committee of this corporation against any liability asserted against such person and incurred by such person in any such capacity.

## ARTICLE XI

### Finance

SECTION 11.1 Acceptance. Any dues, contributions, grants, bequests or gifts made to the corporation shall be accepted or collected only as authorized by the Board of Directors.

SECTION 11.2 Deposit of Funds. All funds of the corporation shall be deposited to the credit of the corporation under such conditions and in such banks, trust companies, or other depositories as shall be designated by the Board of Directors.

SECTION 11.3 Record of Transactions. All contracts, checks and orders for the payment, receipt or deposit of money, and access to securities of the corporation shall be recorded in a manner as designated by the Board of Directors.

SECTION 11.4 The annual budget of estimated income, income expense and capital expense shall be approved by the Board of Directors.

SECTION 11.5 Title to all property shall be held in the name of the corporation.

SECTION 11.6 Authority to Borrow, Encumber Assets No director, officer, agent, or employee of this corporation shall have any power or authority to borrow money on its behalf, to pledge its credit or to mortgage or pledge its real or personal property except within the scope and to the extent of the authority delegated by resolutions adopted by the Board of Directors. Authority may be given by the Board of Directors for any of the above purposes and may be general or limited to specific instances.

SECTION 11.7 A summary report of the financial operation of the corporation shall be made by the Treasurer at least quarterly to the Board of Directors.

## ARTICLE XII

### Miscellaneous

SECTION 12.1 Fiscal Year. Unless otherwise fixed by the Board of Directors, the fiscal year of this corporation shall begin on July -1 and end on the succeeding June- 30.

SECTION 12.2 Corporate Seal. This corporation shall have no seal.

SECTION 12.3 Electronic Communications. A director or committee member may participate in a meeting by any means of communication through which such person, other persons so participating, and all person physically present at the meeting may simultaneously hear each other during the meeting. Participation in a meeting by that means constitutes presence in person at the meeting. A conference among directors or committee members by any means of communication through which such person may simultaneously hear each other during the conference is a meeting of the Board of Directors or committee, as the case may be, if the same notice is given of the conference

as would be required for a meeting, and if the number of persons participating in the conference would be sufficient to constitute a quorum at a meeting. Participation in a meeting by that means constitutes presence in person at a meeting.

SECTION 12.4 Amendments. The membership may amend these bylaws by a majority vote of the membership.

SECTION 12.5 Discrimination. This corporation shall not discriminate on the basis of race, age, color, religion, physical or mental disability, affectional orientation, public assistance or marital status.

## **Minnesota Alliance on Crime (MAC) Proposed Training Priorities**

Proposed training priorities were determined by responses provided by MAC members and stakeholders to the 2016 Training Needs Survey completed in February 2016. Survey participants were asked to provide information regarding topics/issues needing to be addressed to grow their capacity to better meet the needs of crime victims to which they provide services. Participants were also asked to provide information regarding training modalities, length, and location that would best meet their needs. Based on the 83 responses received, the following ranked priorities were identified.

### **1) Annual Capacity Building Training**

1.5-day training held in September 2016 and 2017 in conjunction with MAC's .5-day annual membership meeting. Training would focus on building the capacity of member agencies to provide best practice and comprehensive victim services. Possible topics include but are not limited to:

- Ethics in Victim Services
- Improving collaborations
- Promising Practices in Victim Services
- Working with reluctant victims
- Assisting victims of crime post-conviction
- Working with incarcerated crime victims
- Impact of trauma
- Unconventional strategies for restitution recovery
- New restitution law
- Strategies to compassionately prepare victims for trial
- Risks and benefits of protective orders
- Restorative Justice practices
- Juvenile law
- U-Visa

This training will meet the needs identified in the 2016 Training Survey conducted with MAC members. The needs of victims are wide and varied and this 1.5 day training will provide opportunity for 4-6 topics to be addressed.

Anticipate 50 MAC members and stake holders will attend in 2016 and 100 in 2017. MAC will reimburse MAC member attendees for mileage, some meals, and lodging.

Written evaluations will be completed on-site after each training session. A follow-up survey will be emailed to participants approximately 60 days after training has been completed to measure what impact training information received has had on day-to-day practices.

MAC will reimburse MAC members who attend training for mileage at the rate of .540/mile if they are traveling more than 30 miles round trip, applicable meals at the allowed rate per the Commissioner's Plan, and one night of lodging at or below the federally allowable rate.

## **2) Fundamentals in Victim Services Training**

Development of a 2-day training to be delivered semi-annually to new victim service advocates. Training would focus on grounding new advocates in the foundational underpinnings of victim services and victim rights. Curriculum outline could include:

- Fundamentals in Victim Services
- Victim Rights
- Victimology
- Working with Children
- Financial Victimization
- Domestic Violence/Stalking
- Sexual Assault

MAC Members and stakeholder victim service agencies have identified the need for training that grounds new victim service advocates in the core fundamentals and philosophies of providing victim services. Many agencies do not have the capacity to send new advocates to the full Victim Services Academy and the Academy is only offered once annually. A two-day training offered semi-annually will help to fill the current training void that exists for new advocates.

Curriculum development would take place May 2016 – March 2017. Training delivery would occur in Summer 2017 and Winter 2018.

Anticipate 30 victim service advocates will attend in 2017 and 50 in 2018. MAC will reimburse attendees for mileage, meals, and lodging.

A pre and post-test will be given to training participants, as well as, written evaluations completed on-site after each training session. A follow-up survey will be emailed to participants approximately 45 days after training has been completed to measure what impact training information received has had on day-to-day practices and to identify topics/issues to be addressed through on-going training and discussion.

MAC will reimburse training attendees for mileage at the rate of .540/mile if they are traveling more than 30 miles round trip, applicable meals at the allowed rate per the Commissioner's Plan, and two nights of lodging at or below the federally allowable rate.

## **3) Quarterly Skill Building Webinar Discussion**

Development of quarterly webinar series. Webinar topics will address specific issues identified by members in the 2016 Training Survey. Possible topics include:

- Rural victim services
- Providing culturally competent services
- Working with incarcerated victims of crime
- Compassion fatigue/self-care
- Use of support dogs in victim services
- ACE's Study
- Historical Trauma
- Understanding victim behavior

- Working with children
- Working with families of missing children
- Parenting time/Custody law
- What does the BCA do?
- Gathering technological evidence
- DV and firearm prohibitions
- DWI/Current law regarding blood tests
- Civil remedies for victims
- Access to SANE exams
- Payment of SANE exams and rape kits
- Primary prevention strategies

The 2016 Training Survey revealed the need and desire of victim service advocates to receive up-to-date information on a variety of topics. The preferred method identified for this kind of information sharing, was use of webinar technology. This will not only allow for new information to be shared, but also for victim service advocates around the state to connect, exchange information, and problem solve collectively.

Development of the webinar series would take place from May- August 2016. Delivery would occur October 2016, January, April, July, October 2017, January, April 2018.

Anticipate 30-50 victim service advocates will participate in the quarterly one-hour webinar.

An online evaluation will be required to be completed before the webinar participants end the session. A semi-annual webinar survey will be distributed to gather information regarding how participants have integrated new information received and to solicit new topics for discussion.

Development and planning would take place July – September 2016. Delivery would occur in November 2016, May 2017, November 2017, and May 2018.

Anticipate 20 prosecutors will attend 2016 training, 30 prosecutors will attend 2017 trainings, and 35 will attend 2018 training. MAC will reimburse mileage, applicable meals and lodging.

Written evaluations will be completed on-site after the training session. A follow-up survey will be emailed to participants approximately 60 days after training has been completed to measure what impact training information received has had on day-to-day practices.

MAC will reimburse MAC members attending training for mileage at the rate of .540/mile if they are traveling more than 30 miles round trip, applicable meals at the allowed rate per the Commissioner's Plan, and one night of lodging at or below the federally allowable rate.

## Minnesota Alliance on Crime (MAC) Proposed Training Priorities

### Budget Narrative

#### 1) Annual Capacity Building Training

September 2016 Metro Location:	
Training Room Rental \$500/day x 2 days	\$ 1000.00
Trainers, 2 @ \$450.00 (includes: prep, travel and training delivery)	\$ 900.00
Meal Reimbursement for MAC members attending, 2 lunches @ 11.00 and 1 breakfast @ \$9.00 per participant, \$31 x 30 MAC members	\$ 930.00
Mileage Reimbursement for MAC member participants traveling over 30 miles round trip, 25 MAC member participants x 150 miles x .540/mile	\$ 2025.00
Lodging for 15 MAC member participants, 15 x \$140.00 (federally allowed rate for Hennepin and Ramsey counties)	\$ 2100.00
Participant Materials, \$10 x 100 participants	\$ 1000.00
Total for September 2016 Capacity Building Training	\$ 7,955.00
September 2017 Outstate Location:	
Training Room Rental \$350/day x 2 days	\$ 700.00
Trainers, 3 @ \$450.00 (includes: prep, travel and training delivery)	\$ 1350.00
Meal Reimbursement for MAC members attending, 2 lunches @ 11.00 and 1 breakfast @ \$9.00 per participant, \$31 x 48 MAC members	\$ 1488.00
Mileage Reimbursement for MAC member participants traveling over 30 miles round trip, 43 MAC member participants x 150 miles x .540/mile	\$ 3497.00
Lodging for 25 MAC member participants, 25 x \$89.00 (federally allowed rate for non-metro counties)	\$ 2225.00
Participant Materials, \$10 x 150 participants	\$ 1500.00
Total for September 2017 Capacity Building Training	\$10,760.00
<b>Total Cost for Annual Capacity Building Training</b>	<b>\$18,715.00</b>

#### 2) Fundamentals in Victim Services Training

Development of Curriculum	
Mileage for 5 Training Workgroup Members to attend 4 in-person meetings, 5 x 150 miles @.540/mile	\$ 1620.00
Meal Reimbursement, lunch @ \$11 for 10 Training Workgroup Member at 4 in-person meetings, 10 x \$11.00 x 4	\$ 440.00
Monthly 90-minute conference call/webinar meeting with workgroup, .120/minute x 90 minutes x 10 participants x 8 conference calls/webinars	\$ 864.00



Copying of curriculum, \$15.00 x 100 copies	\$ 1500.00
---	------------

Total Development of Curriculum Cost	\$ 4,424.00
--------------------------------------	-------------

Delivery of Fundamentals on Victim Services Training

Summer 2017 Metro Location

Training Room Rental \$500/day x 2 days	\$ 1000.00
---	------------

Trainers 4 @ \$900 (includes: 6 hours of prep, 2 hours of travel and 8 hours of training delivery x 4 trainers)	\$ 3600.00
---	------------

Meal Reimbursement, 2 lunches @ \$11.00 and 1 breakfast @ \$9.00 per participant, \$31 x 30 participants	\$ 930.00
--	-----------

Mileage Reimbursement for participants traveling over 30 miles round trip, 15 participants @150 miles @.540/mile	\$ 1215.00
--	------------

Lodging for 15 participants, 15 x \$140.00 x 2 nights (federally allowed rate for Ramsey and Hennepin counties)	\$ 4200.00
---	------------

Total for Summer 2017 Fundamentals in Victim Services Training	\$10,945.00
--	-------------

Winter 2018 Outstate Location

Training Room Rental \$350/day x 2 days	\$ 700.00
---	-----------

Trainers 4 @ \$900 (includes: 6 hours of prep, 2 hours of travel and 8 hours of training delivery x 4 trainers)	\$ 3600.00
---	------------

Meal Reimbursement, 2 lunches @ \$11.00 and 1 breakfast @ \$9.00 per participant, \$31 x 50 participants	\$ 1550.00
--	------------

Mileage Reimbursement for participants traveling over 30 miles round trip, 25 participants x 150 miles x .540/mile	\$ 2025.00
--	------------

Lodging for 25 participants, 25 x \$89.00 x 2 nights (federally allowed rate for non-metro counties)	\$ 4450.00
--	------------

Total for Winter 2018 Fundamentals in Victim Services Training	\$12,325.00
--	-------------

<b>Total Cost for Development and Delivery of Fundamentals in Victim Services Training</b>	<b>\$27,694.00</b>
--	--------------------

**3) Quarterly Skill Building Webinar Discussion**

Facilitator, 1 @ \$225 per webinar (includes: 3 hours prep, 1 hour facilitation @ \$56.25/hr) x 7 webinars	\$ 1575.00
--	------------

ReadyTalk webinar/audio hosting, \$.120/minute x 60 minutes x 40 participants x 7 webinars	\$ 2016.00
--	------------

<b>Total Cost for Quarterly Skill Building Discussion</b>	<b>\$ 3591.00</b>
---	-------------------



## **Minnesota Alliance on Crime Board of Director's Job Description**

The mission of Minnesota Alliance on Crime (MAC) is to provide a statewide coalition for crime victim service programs, while working to improve response to victims of crime in Minnesota through education, resources, and legislation.

### **EXPECTATIONS OF THE BOARD AS A WHOLE**

As the highest leadership body of the organization and to satisfy its fiduciary duties, the board is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the Executive Director
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring MAC's programs and services
- enhancing MAC's public image
- assessing its own performance as the governing body of MAC

### **EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS**

Each individual board member is expected to:

- know the organization's mission, policies, programs, and needs
- faithfully read and understand the organization's financial statements
- serve as active advocates and ambassadors for the organization and fully engage in identifying and securing the financial resources and partnerships necessary for MAC to advance its mission
- leverage connections, networks, and resources to develop collective action to fully achieve MAC's mission
- give a meaningful personal financial donation
- help identify personal connections that can benefit the organization's fundraising and reputational standing, and can influence public policy
- prepare for, attend, and conscientiously participate in board meetings
- participate fully in one or more committees

Further, board members are expected to:

- follow the organization's bylaws, policies, and board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of MAC

I have read and agree to execute the duties and responsibilities of a member of the Board of Directors for the duration of my tenure.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



**Minnesota Alliance on Crime Annual Conflict of Interest Declaration**

To : Minnesota Alliance on Crime Board of Directors and Executive Director

I hereby declare that :

- ☐ I have no actual or perceived conflicts of interest pertaining to any MAC member program, stakeholder, or vendor that interferes with my duties as a member of the Board of Directors for the Minnesota Alliance on Crime.
- ☐ I have an actual or perceived conflict of interest pertaining to a MAC member program, stakeholder, or vendor that could interfere with my duties as a member of the Board of Directors for the Minnesota Alliance on Crime.

The details of actual or perceived conflict of interest is stated below :

---

---

---

---

---

---

---

I also acknowledge that I shall make another declaration to state any change in any matter contained in this declaration within one month after the change occurs and shall provide further information on the particulars contained in this declaration.

*Signature* : \_\_\_\_\_

*Name* : \_\_\_\_\_

*Date* : \_\_\_\_\_

**Note:**

(a) Please put a "✓" in the appropriate box